



**Langley Research Center**

**LPR 1830.1**

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## **NASA EMPLOYEE ASSISTANCE PROGRAM**

**National Aeronautics and Space Administration**

**Responsible Office: Office of Human Resources**

**LPR 1830.1**

## **PREFACE**

This Langley Procedural requirements (LPR) defines responsibilities for implementing the NASA Employee Assistance Program as defined in NPD 1830.1, "NASA Employee Assistance Program."

LAPD 3792.1, dated February 10, 1995, is rescinded and should be destroyed.

Lana M. Couch  
Associate Director for  
Business Management

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### 1.0 General Provisions

This Langley Procedural requirements (LPR) sets forth procedures and responsibilities for implementing the NASA Employee Assistance Program as defined in NPD 1830.1, "NASA Employee Assistance Program."

### **2.0 Designation of Responsibilities**

#### **a. LaRC Employee Assistance Program Administrator**

The Head, Personnel Management Branch, Office of Human Resources, is the LaRC Employee Assistance Program Administrator.

#### **b. LaRC Employee Assistance Program Medical Director**

The Director, LaRC Occupational Medical Center, is the LaRC Employee Assistance Program Medical Director.

### 3.0 Services and Eligibility

The Employee Assistance Program (EAP) is provided to help employees resolve job-related, personal, and family problems that may impact health, family life, or job performance. Such problems may include stress, legal and financial problems, marital and family problems, emotional problems, addictive behaviors, drug and alcohol abuse, or job-related problems. All employees, their spouses, and dependent children are eligible to participate in the EAP.

### 4.0 Referral

- a. Employees or family members may request assistance directly by contacting the Employee Assistance Program (EAP) contractor or one of the officials named in Chapter 2. Assistance is available from the contractor 24 hours a day, 7 days a week.
- b. In some circumstances, supervisors may refer employees to the EAP if job performance or on-the-job conduct appears to be affected by stress, personal, or job-related problems. Supervisors should contact their servicing Personnel Management Specialist for assistance prior to making any referral.

### 5.0 Confidentiality

The Employee Assistance Program (EAP) is a confidential program. Counseling services are provided by qualified professionals in a confidential manner away from the workplace. Employees and family members who seek assistance on their own may do so without the employer being informed of their participation in the program. Information will not be released without the employee's written consent unless otherwise specified by state and federal law. When an employee is directed to the program by a supervisor, information about treatment will be provided back to the supervisor only with the employee's release of information.